

GLENN G. PAJARES

Vice President for Planning and Development

Visayas State University

Visca, Baybay City, Leyte

Lovely V. Paderes

Santa Fe, Matalom, Leyte, 6526

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Dear Mr. Glenn Pajares,

I am writing to express my interest in the Administrative Aide III (Computer Operator II) position at the Office of the Vice President for Planning and Development as advertised on VSU HRIS. With a background in administrative support, office management, and a proven ability to multitask in a fast-paced environment, I believe I would be a valuable asset to your team.

In my previous role at the Department of Agronomy as Clerk/AddRC, I successfully managed a variety of administrative tasks, including scheduling appointments, maintaining office supplies, coordinating meetings, and handling correspondence. My attention to detail, organizational skills, and proficiency in office software have consistently allowed me to contribute to smooth daily operations.

Additionally, my ability to handle confidential information with discretion and my commitment to providing excellent customer service align with the responsibilities outlined in your job description. Enclosed is my resume which provides further details about my qualifications. I would welcome the opportunity to discuss how my experience can benefit your organization.

Sincerely,

Lovely Vasquez Paderes